



Because healthy kids learn better

June 20, 2012

Ms. Susan Montgomery
Melrose Park
Melrose Park, IL 60160

Dear Ms. Montgomery,

Congratulations! Your proposal submitted to the Action for Healthy Kids *School Grants for Healthy Kids* program has been accepted. Your grant has been funded in the amount of \$2000 thanks to the support of WALMART FOUNDATION. Funding will be distributed in the following manner:

- 65% upon receipt of e-signed memorandum of agreement on the following pages and submission of your 5-person school wellness/grant implementation team;
- 35% upon receipt and approval of mid-term funding report due on December 14, 2012.

Please follow two steps in order to receive your first installment:

1. Please review the enclosed memorandum of agreement. Keep one copy for your records.
2. Provide your electronic signature and submit the first and last names, emails, and titles of each member of your 5-person grant team **by August 17, 2012.**
(To submit your official signature and the names of your 5-person grant team, please proceed to the following link: [School Grants for Healthy Kids.](#))

Upon receipt of your completed electronic signature and the submission of your 5-person school wellness/grant implementation team, a check for 65% of the total grant amount will be sent to your school via certified mail within 18-20 business days.

Again, congratulations on your accepted proposal. We look forward to working with you during the 2012-2013 school year.

Sincerely,

Amy Moyer
Director of Field Operations
moyer@actionforhealthykids.org



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Memorandum of Agreement

2012-2013 School Year

School Grants for Healthy Kids

This Action for Healthy Kids (AFHK) grant agreement is between Action for Healthy Kids and Melrose Park. The purpose of this agreement is to establish the terms and conditions under which AFHK has awarded a grant to Melrose Park in SD 89 Maywood-Melrose Park-Broadview located in Melrose Park, IL.

Article I: Scope

This agreement applies to the grant award made to Melrose Park in June 2012 as outlined in Melrose Park's proposed project plan submitted in spring 2012. These grant dollars specifically support work done during the 2012-2013 school year that support enhanced school nutrition programs, policies, and practices.

Article II: Grant Award

AFHK agrees to award a total of \$2000 to Melrose Park pending receipt of signed MOA, submission of five-person grant implementation team, and submission of a mid-term report due December 14, 2012. AFHK reserves the right to rescind the grant award in the event of non-compliance with this MOA. In the unlikely event that the funder supporting this work does not make timely grant payments to Action for Healthy Kids, we reserve the right to reduce the amount of your grant and/or change the schedule of payments accordingly.

Melrose Park agrees to comply with such reasonable procedures established by AFHK as requirements for this grant. The grant period will be from June 1, 2012 through June 14, 2013

Article III: Grant Communications

Melrose Park agrees to comply with AFHK's logo and communications guidelines for all grant-related materials, including but not limited to program materials, presentations, announcements, press releases, and curricula. Melrose Park agrees to notify AFHK prior to releasing any media or public relations outreach materials related to this grant-funded project. Prior to distribution, the national office reserves the right to review and approve all press releases and materials developed by Melrose Park.

Henceforth, when referencing this grant in communications, refer to it as "Action for Healthy Kids *School Grants for Healthy Kids* program made possible by WALMART FOUNDATION.

AFHK reserves the right to utilize school success stories/photos as needed for purposes of promoting *School Grants for Healthy Kids* and AFHK strategic goals.



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Article IV: Grant Deliverables

By accepting this grant, Melrose Park agrees to use the grant funds only for the purpose described in your approved grant application. In the event that your school cannot use grant funds for the purposes described in the application, you must notify AFHK immediately. Melrose Park agrees to accomplish the proposed project specific outcomes outlined below.

- *Providing healthier foods in competitive food venues like vending machines, a la carte lines, school fundraiser activities, classroom activities, rewards, and extra-curricular vending (school sports) activities. IMPACT: Schools must realize a positive shi*
- Designate a school contact to serve as the point of contact for Action for Healthy Kids.
- Submit the names of at least five (5) school wellness team members that helped to implement your school's proposed grant plan.
- Respond to all requests for information from AFHK staff within 72 hours, and participate and contribute with ideas, feedback, and questions in training and sharing opportunities provided by AFHK.
- Submit a minimum of 25 photographs documenting the program in action (10 due with mid-term report, 15 due with final project report).
- Complete all required AFHK reporting and evaluation protocols in a timely manner.

AFHK reserves the right to audit grant programs and budgets as needed.

Article VII: AFHK Resources

Throughout the grant term, AFHK will provide the following resources to Melrose Park to support this effort:

- Grant funds in the amount of \$2000 to be spent according to proposed Melrose Park project plan.
- Training and resources via phone, email, and webinars to provide technical assistance to Melrose Park and grant implementation team (including school staff, administrators and parent/community volunteers).
- Opportunities to share ideas and best practices with other granted schools.
- Connections with local, state, and national resources and partners.
- Successes from other funded schools.

Article VIII: Reporting Requirements

Reports on the above deliverables must be submitted to the national office as follows:

- December 14, 2012 – Mid-term report for work completed from June 1, 2012 to December 14, 2012.
- June 14, 2013 – Final report for work completed from June 1, 2012 to June 14, 2013.

Melrose Park agrees to this *Memorandum of Agreement* to implement the above deliverables as stated in Melrose Park's proposed plan.



Action for Healthy Kids®

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To submit your official signature, please proceed to the following link:

<https://www.surveymonkey.com/s/SchoolGrantsforHealthyKidsMOA>. Checks will not be cut until MOA's have been submitted by your school. All MOAs must be submitted by August 17, 2012.

Please direct all communications to your Action for Healthy Kids point of contact at:

Selena King

IL State Coordinator

312.878.2712

selena@actionforhealthykids.org